

Outreach & Access Coordinator, Northeastern/Central and Southern Regions

DEPARTMENT: College In Colorado
REPORTS TO: Director of Outreach and Access
DATE: December 11, 2015 application deadline December 18, 2015 5:00 p.m.
SALARY: \$35,000 - \$40,000 annually

POSITION SUMMARY: Based in Denver, Colorado, the Outreach & Access Coordinator is responsible for identifying, educating and performing outreach activities and assisting in efforts to help students develop a postsecondary plan, primarily to first generation, at risk and minority students.

He/she assists to fulfill the goals and objectives of the Outreach & Access program through College In Colorado as an initiative of the Colorado Department of Higher Education. This position works with students, parents, school counselors, educators and non-profit organizations.

The Outreach & Access Coordinator is expected to maintain a strong working knowledge of college admissions, higher education financing, scholarships, financial education, education trends and coordinate, develop, and deliver presentations and workshops on college financing and access for both middle and high school counselors and related staff. Strong project management and communication skills required.

Establishes and maintains a professional working relationship with counselors, teachers and school administrators to further support of and goodwill towards the College In Colorado initiative. Occasional travel throughout the assigned region, as well as to other regions of the state. Outreach to junior and high school students, parents, and education professionals to ensure understanding of the College In Colorado website, understanding financial aid and other products/services offered by College In Colorado. Assist in preparation and administration of internal and external conferences and trainings by helping prepare presentations, agendas, handouts, and other materials as needed.

This position is a one-year position with the option to renew, depending on funding availability.

Essential Duties/Responsibilities

- Provide support to the Director of Outreach and Access, and the Director of Financial Education, including but not limited to:
 - Statewide events
 - Administrative duties
 - Web-based presentations
- Establish relationships with counselors and other school personnel.
- Assist with special projects as directed by supervisors in a timely manner.

- Conducting counselor/teacher trainings and student and parent events as necessary.
- Attend all outreach and staff meetings, unless attending a College In Colorado event.
- Respond to all emails and phone calls in a timely manner.
- Professional attitude toward community and respectful behavior toward staff.
- Partnering with other CIC staff to obtain training and event support.
- Prepare materials and support for conferences.
- Monitor and recommend changes/updates to CIC.org based upon stakeholder input.
- Contribute to the development of CIC materials, webinars, Power Point presentations and other collateral materials.

Other Duties/Responsibilities

- Performs other duties as assigned.

SUPERVISORY DUTIES:

- No supervisory duties.

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

Bachelor's Degree required. Master's degree preferred. Excellent oral and written communication skills, and exemplary customer relations skills are required. Cross-cultural sensitivity is necessary, and fluent bi-lingual skills in Spanish are strongly preferred. Solid knowledge of standard office software, such as Microsoft Word, Excel, PowerPoint and Outlook is required. Valid driver's license. Physical effort required in the handling of objects up to 50 (fifty) pounds.

Education

A Bachelor's degree is required.

Experience

Experience in higher education, college admissions or financial aid preferred, but not required.

Working Conditions

Works in a normal office environment with a flexible schedule using standard office equipment, such as phone, fax, PDA, copiers, projector and personal computers). Required to attend extensive evening and some weekend events requiring in-state travel by car is required. A valid Colorado driver's license, good driving record. The normal working hours are 8 am to 5 pm, Monday through Friday, though this position may require evening and weekend hours, with eligibility for compensatory time.

This position is non-classified and exempt from the rules of the Colorado State Personnel System. Employment is contingent upon successful completion of a criminal background check.

This position is a one-year position with the option to renew depending on funding availability.

Application Procedures:

To be considered for this position, candidates must possess the minimum qualifications listed and submit the following: Letter of Application/Cover letter, and Resume of Vitae. Submit your completed application materials to: clangan@college-assist.org